

MAHARSHI DAYANAND COLLEGE OF ARTS, SCIENCE AND
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॥ बुद्धिज्ञानेन शुध्यति ॥

Standard Operating Procedure [SOPs] for the Labrotary

Laboratory: Policy and Procedure

Introduction

A laboratory is a space or building equipped for scientific experiments, research, or teaching. The college has Physics, Chemistry, Botany, Zoology & Computer Science laboratories. The students are divided into batches and practical sessions are arranged batch-wise. Laboratory space availability and time schedule of the laboratory is conveyed to the Vice-Principal by heads of departments.

The time schedule of the batches is decided by Vice-Principal and heads of departments in such a way that the laboratory **is used optimally to complete laboratory hours** of practical sessions as per curriculum of University and by following norms set by UGC and Government of Maharashtra in respect of student strength in each batch.

In addition to practical sessions, in accordance with the requirements, the laboratory space is also used for **research purposes by faculty and students**. The College has designed its policy and procedure for student learning as per university curriculum.

Research Space

Research space will normally be allotted to faculty members undertaking research activities such as for guiding research students, consultancy and research projects. **Availability of research space and its allocations are flexible and are reviewed periodically.**

Policy Statement

Maharshi Dayanand College has the mission to facilitate the pursuit of academic excellence and to **sensitise students to environmental issues**. To achieve this, the policy has been developed on the basis of methodology of teaching and learning adapted & aligned with conducting procedures, the **learner-centric approach** in curriculum delivery & ensuring equality of opportunity to all. The College is committed to:

1. empowering learners, by providing **hands on experience** in laboratory to meet curriculum expectations and fulfil their individual potential.
2. **demonstrating/repeating experiments** for NSS, NCC, sports, cultural-participants and medical leave cases, whenever & wherever required.

Standard Operating Procedure

- 1) Requirement of chemicals and equipment should be taken from concerned teachers/HODs at the beginning of the academic year and purchased by following standard procedure.
- 2) **Updated laboratory manuals/ books/ journals** and other supplementary materials related to safety should be made available to the students at the beginning of the academic year.
- 3) Allotment of space to department and students along **with charge of apparatus and locker facility** should be given to students before orientation about the laboratory safety measures and code of conduct while working in laboratory.

- 4) **Experimental requirement /preparation/setup** should be carried out before the conduct of practical by teacher-in-charge with the help of laboratory assistant and attendants. Teacher-in-charge should perform experiments to confirm the functioning of procedure and results.
- 5) All equipment **should be tested, calibrated** and their standard operating procedures be made available in the form of manual.
- 6) During the conduct of practical, discipline and code of conduct **should be strictly followed**.
- 7) **Safety measures** should be followed while discarding bio-waste and hazardous chemicals.
- 8) Required staff members should be present in the lab **for entire session**.
- 9) Research space and **utilization / inter-departmental facilities** should be made available.
- 10) **As a concern for environment**, students be encouraged to use micropipettes and bottles with fine droppers. Special chemicals/solutions should be issued from the counter to avoid spilling and accidents.
- 11) At the end of academic year, charge of apparatus be taken back and **common breakage should be charged for missing and broken glass wares**.
- 12) **Annual stock checking and dead stock verification** of all chemicals, laboratory equipment, should be carried out on yearly basis.
- 13) The respective faculty members and laboratory assistants should be **responsible to maintain the laboratory equipment** with the help of vendor/contractor.
- 14) **E-waste** should be collected and given to proper agencies for disposing.
- 15) All computers should be **updated and maintained** from time to time.

The policies, procedures & standards designed by the College are in recognition of the demand of the current situation, which shall progressively undergo the desired modifications to suit the demand of emerging times.